

# *Town of Lunenburg*

**Personnel Committee:**  
**Cheryl Valera, Chairman**  
**Scott Chase, Vice-Chairman**  
**Lin Vickery, Secretary**  
**Deb Christen, Member**  
**Nancy Forest, Member**



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## **Minutes August 20, 2015**

Meeting Posted: Yes  
Location: Lunenburg Library, Massachusetts Ave., Lunenburg, MA  
Present: Cheryl Valera, Lin Vickery, Scott Chase, Nancy Forest and Kerry Lafleur  
Absent: Deb Christen

1. Cheryl Valera, Committee Chair, called meeting to order at 6:38 p.m. Reviewed minutes of July meeting. Minutes were approved, Lin will send to Town Clerk for publication.
2. Old Business
3. No public comment
4. Agenda Items:
  - a. Reviewed and discussed the cost analysis of doing an annual step increase for town employees prepared by Scott. After our discussion Scott made a motion to amend the Salary Admin Plan to adjust step increases to every year (July 1<sup>st</sup> effective date) from every other year with a proposed increase of 2.5%. Cheryl seconded the motion and after a discussion a vote was taken 3 approved, 1 abstained. Amendment will be presented to BOS and Finance Committee for comment. If no issue, then it will be presented with our other Salary Admin Plan amendments at the fall Town Meeting.

The Personnel Committee will continue to discuss cost of living increases.

Scott recommended that the committee close out all amendments on the Salary Admin Plan and send the amendments out to the Personnel Committee for review so we can discuss at the next Personnel Committee meeting, September 3, 2015. Cheryl will adjust the table as discussed and Kerry will adjust competitive analysis.

- b. Personnel Action Forms: COA Director appointment approved.
5. September 3, 2015 agenda items are:
  - a. Final review of Salary Admin Plan amendments
  - b. Personnel Action Forms
6. Adjournment: Scott moved to adjourn the meeting; Lin seconded the motion, and the committee voted 4-0 to adjourn at 7:43 pm.

Minutes respectfully submitted on August 20, 2015, by Lin Vickery